

EYES ONLY

ORD-1746-79

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

25X1 FROM: [REDACTED]

25X1 DIRECTOR OF RESEARCH AND DEVELOPMENT

25X1 SUBJECT: Recommendation for Quality Step Increase -

[REDACTED]

25X1 1. [REDACTED] presently assigned as secretary to the Information Processing Branch, Data Processing Research Division, is outstanding in her capabilities and performance. She is clearly one of the most capable and diligent secretaries in ORD. (U/AIUO)

2. Her Division has been short one secretary for much of the last six months. This situation is particularly difficult because it has occurred during the preparation of project proposals. [REDACTED] 25X1 unusual efforts, frequently involving overtime, have kept the Branch and Division's products on schedule. (U/AIUO)

3. All her work is of unusually high quality; Division personnel frequently comment on the excellence of her typing and transcription of dictation, which is remarkably free from errors. She returns most copy in error-free form on the first draft. (U/AIUO)

25X1 4. [REDACTED] clearly should be given every opportunity to take on additional responsibility. Because of her outstanding performance during the past year, I recommend her for a Quality Step Increase from GS-06, step 1 to GS-06, step 2. (U/AIUO)

[REDACTED]

25X1

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25X1 Subject: Recommendation for Quality Step Increase -
[redacted]

CONCUR:

25X1

[redacted]
for Deputy Director for Science and Technology

28 DEC 1979

Date

25X1

[redacted]

31 Dec 79
Date

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(21 Nov 1979)

25X1

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